

Spring 2022

# Delaware Makeup Testing Guide

## for digital PSAT 10 and SAT with Essay

### After the Test

After successfully administering the digital PSAT 10 and SAT with Essay, as test coordinator, you must prepare to administer the digital test for your students who may have been absent or experienced an irregularity and are eligible to test in the makeup window. This requires that you follow all of the same policies as those for the primary testing window. Listed below are important preparation tasks to ensure a smooth administration.

#### PSAT 10:

- Store** test tickets from the April 13-14, 2022 primary test window and **redistribute** them on the makeup day.

#### SAT with Essay:

- Destroy** all test tickets from March 23-25 & 29-30, 2022 primary test window and **print NEW** test tickets for the makeup window.

#### PSAT 10 and SAT with Essay:

- Compile the list of students who were absent or experienced an irregularity and are eligible for the makeup.
- Identify the number and types of testing rooms and staff needed for the makeup windows.
- From your initial shipment of materials, set aside items, including manuals and IR forms. **You will not be receiving any additional shipment of materials.**
- The Delaware Department of Education will re-register the full roster of students for the makeup window. **Only administer the makeup to students who are eligible to test.**
- Configure test settings for students who need to take a makeup test and require accommodations.
- Build your updated room rosters.

In TIDE, the **Administration** filter will help you manage student records and print test tickets for the selected test administration. You must select **PSAT 10 April 2022** or **SAT School Day April 13-15 & 19-20 2022** from the dropdown.

The screenshot shows the 'Search Students' interface in TIDE. The 'Administration' dropdown menu is open, displaying the following options: PSAT 8/9 Fall 2021, PSAT 8/9 Spring 2022, PSAT 8/9 April 2022, PSAT 10 April 2022, SAT School Day March 2-4 2022, SAT School Day March 23-25 & 29-30 2022, SAT School Day April 13-15 & 19-20 2022, and SAT School Day April 26-28 2022. The 'PSAT 10 April 2022' and 'SAT School Day April 13-15 & 19-20 2022' options are highlighted with orange and purple boxes, respectively.

### Reminder for Coordinators

**PSAT 10 Makeup Test Window:** April 26-28, 2022

**SAT with Essay Makeup Test Window:** April 13-14, 2022

- Only students with designated accommodations, as listed on the NAR, can test during the accommodated test window. If they experience an irregularity, they must test in the makeup window.
- Students who have previously completed the optional questionnaire during a preadministration session, must complete the questionnaire again on the makeup day, including where the student wants score reports sent.

Refer to the [Digital SAT School Day Coordinator Manual](#) for policies and instructions on returning test-day forms.

If you need assistance or additional manuals or guides, please contact **College Board School Day Support** at

**Phone:** 855-373-6387 or **Email:** schooldayassessments@collegeboard.org.